



Office of the City Clerk

Weekly Report – for Week Ending June 5, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections:

2015 Election Payroll Processing - Files are being prepared for the poll worker and polling place stipend checks processing. The May election required approximately 363 polling places, 2053 poll workers, 373 poll place custodians, and 70 Emergency workers stipend payments. Data gathering and payment amount reconciliation should be completed by Mid June.

2016 Neighborhood Council (NC) Elections - The executive office and election staff met with Councilmember Mike Bonin regarding the Election Reform Commission's recommendation for the City Clerk to partner with NCs on increasing voter turnout.

Staff has begun discussing process improvements for the upcoming NC elections.

Election Code Change Recommendations - Research has continues in preparing recommendations for Election Code changes.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	20/4
Number of Notices/Publications	11
Number of Contracts Attested	40
Number of Council Files Created	137
Number of Claims Received	110
Number of Referrals	63
Number of Council Meetings	4
Number of Committee Meetings	8

Electronic Contract Submission - Systems and Council Public Services staff met to begin discussions on the feasibility of having Departments submit contracts electronically using the department's automated agenda management system. Contracts are not usually part of the agenda package and are currently not being electronically submitted. Additional meetings will be scheduled to continue defining the contract workflow before a final decision on implementation is made.

Fiscal - Staff continued coordinating final draft revisions with the City Attorney of a new contract for Records Storage Services; commenced assembling a response memo to the Controller's Office regarding the status of prior year audit recommendations; provided Trust Fund balance information to Council Offices; and completed the May 2015 Petty Cash reconciliation and expense reports.

AB1290/Council - Staff received one (1) allocation request; has nine (9) contracts in progress; has one (1) contract closeout in process; closed out one (1) contract; processed 13 payments; and executed one (1) contract.

General City Purposes - Staff reviewed 27 GCP allocation requests; processed 25 invoices for payment; executed one (1) contract and one (1) amendment.

Personnel - Staff held seven (7) new employee orientations. The 2015-16 Budget Personnel Action report was submitted to the Personnel Department for Allocated and Reallocated positions. A revised Department Organization Chart was sent to the CAO.

TOP ITEMS

- **Election Payroll Processing in Progress**
- **Feasibility Analysis for Electronic Submission of Contracts Underway**
- **Research on Mayor Bradley Archives for a Documentary**
- **Working with ITA on the Posting of Agendas on City Calendars System Problem**



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Neighborhood and Business Improvement Districts:

Staff attended the Great Streets for LA meeting at LA Department of Transportation.

A Request for Proposal was released and uploaded on BAVN to select a consultant for the proposed Hollywood Western Business Improvement District.

Meetings were held to review the Management District Plan and Engineer's Report with the consultants for establishment of the proposed Central Avenue and renewal of the Granada Hills Business Improvement Districts.

Significant Research - Council District 8 reviewed Council video tapes for a documentary on Councilmember Bernard Parks with the help of Channel 35. A professor from Occidental College researched City Council files on urban planning and development.

Records Management Program Update - Subscribers to our records destruction notifications were asked for input on possible revisions to the City's records management program.

ISSUES

Posting of Agendas on City Calendar - ITA is continuing to monitor the system used to post agendas on the City's Calendar to ensure that all events post correctly. Monitoring began May 26th and to date 100% of the events have posted to the Council Calendar. ITA will continue monitoring the job.

UPCOMING. . . .

None to report.